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Grade Two



Chapter  
Three



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# Tables

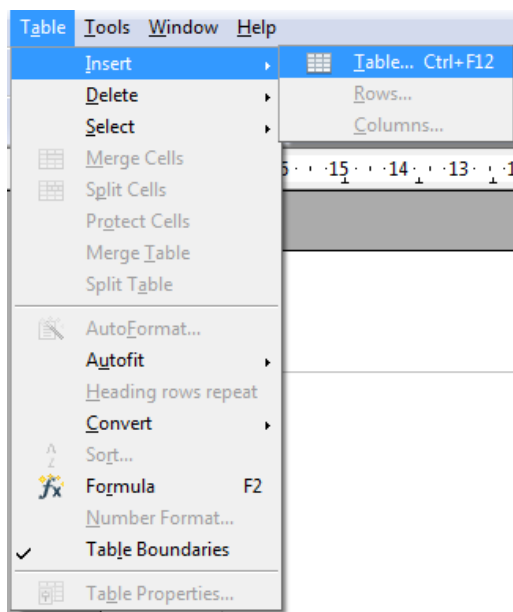
## Sorting Records

**A database stores information.**

**A database can sort information.**

**Make a database in a word document:**

- 1. Open a word document. Starting the Word Processor in Chapter Two.**
- 2. Click **Insert** in the **Table** menu.**



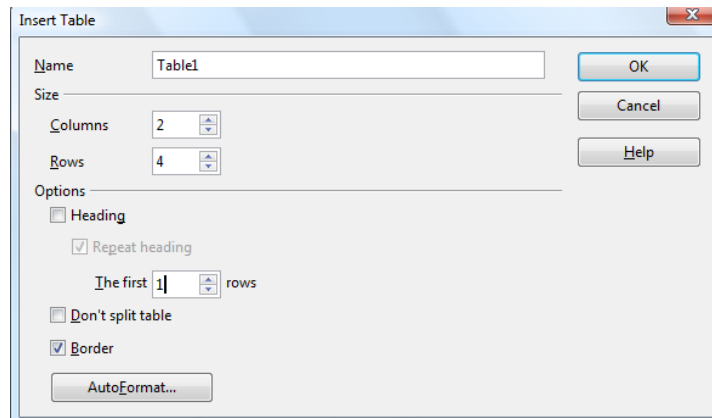


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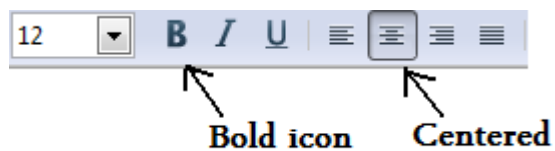


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3. Give it two columns and four rows.
4. Type Name at the top of the first column.
5. Type Age at the top of the second column.
6. Drag across the two headings and click the Bold icon.





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## Sort by Age

- Drag across the age column.
- Click **Table** and click **Sort**.

The screenshot shows a spreadsheet application interface. The 'Table' menu is open, and the 'Sort...' option is highlighted. The table below has the following data:

Name	Age
Peter	12
Jane	9
Lee	8



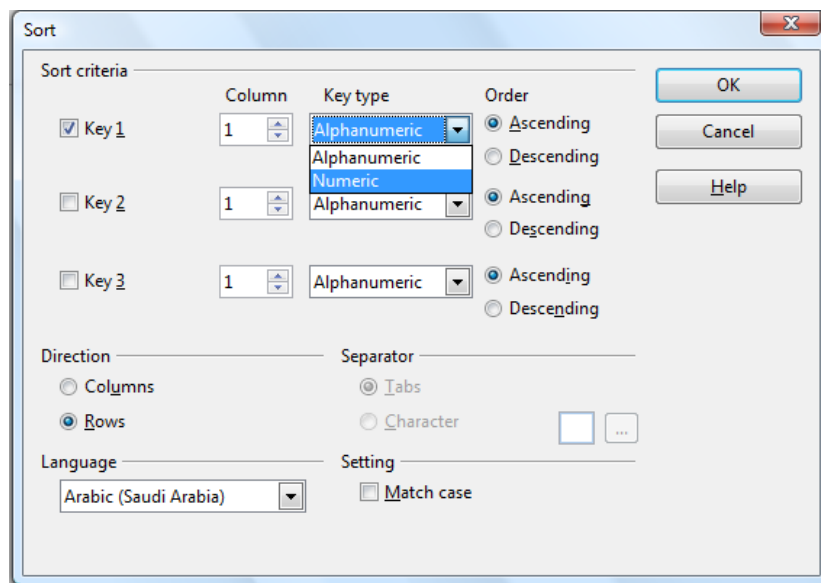
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- Click Numeric under the Key type.
- Click Ok.



## Cells Addresses in a Spreadsheet

### Cells

- Open a Spreadsheet see [Grade One Chapter three](#).
- Spreadsheets are made up of lots of cells.
- The address for this cell is A1.





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## Steps:

1. Start a new spreadsheet.
2. Select the cells by dragging over them as shown here:

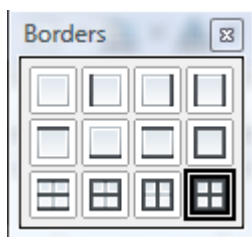
E	D	C	B	A	
					1
					2
					3
					4
					5

3. Change size to

4. Click the Borders icon.



5. Click all borders.



6. Choose a Fill Color 



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# Simple Graphs

Spreadsheets can make graphs.

- Open a new spreadsheet.
- List friends' names in the first column.
- In the next column write the number of pets each has.
- Drag to select all the cells.

B	A	
4	Peter	1
0	Jane	2
1	Susie	3
0	Ann	4
2	Jame	5
1	Janet	6
3	Sally	7

- Click on the chart icon  to make a graph to see who has the most pets.



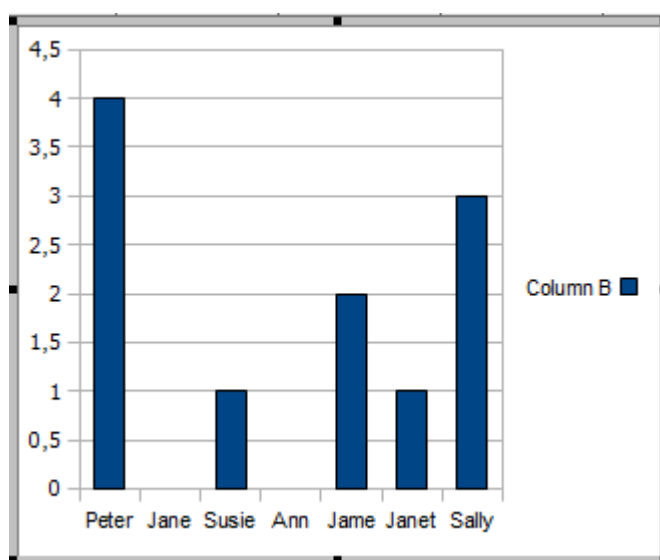
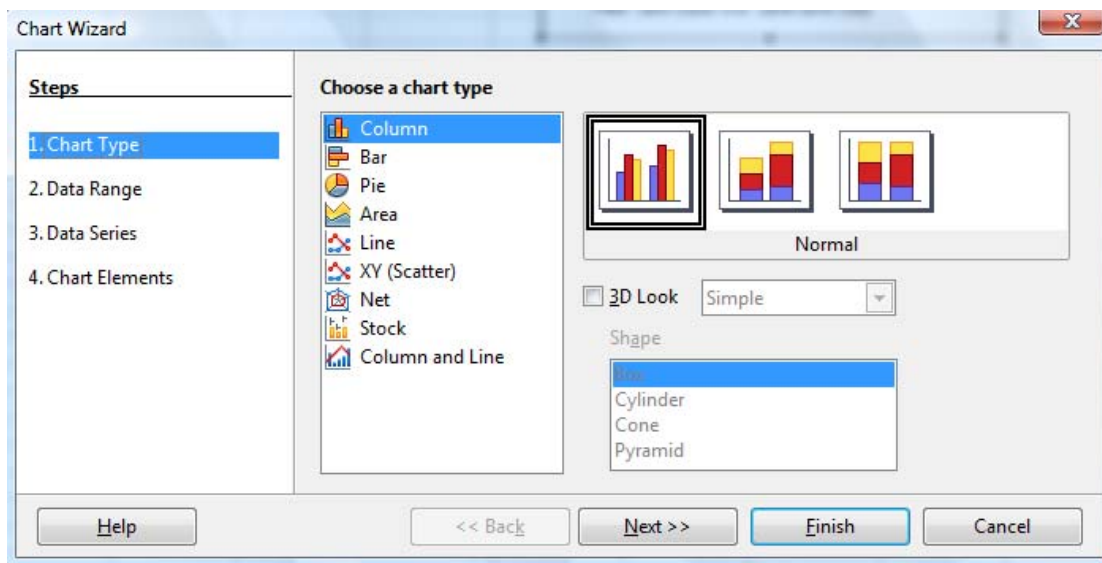
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- Choose the chart type to be column.
- Click Finish.







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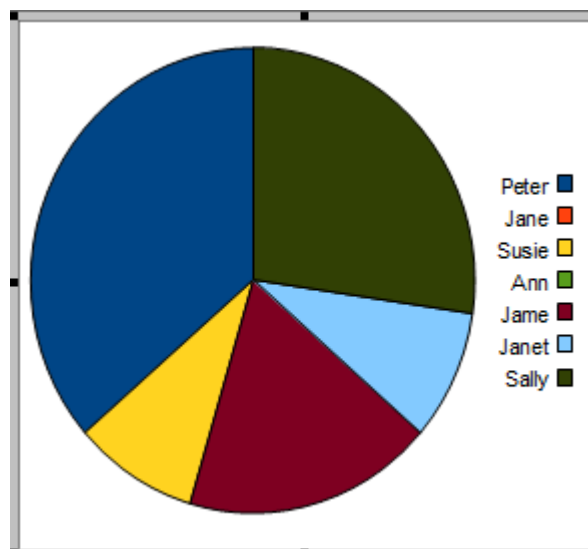
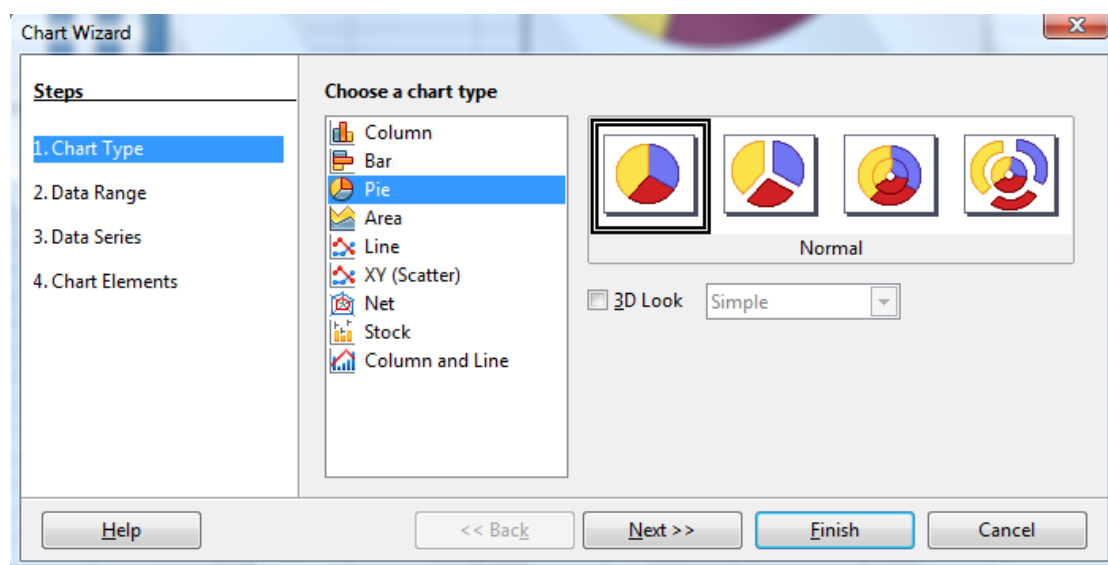
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## Pie charts

Using the same information, draw a pie chart.

Click Finish.





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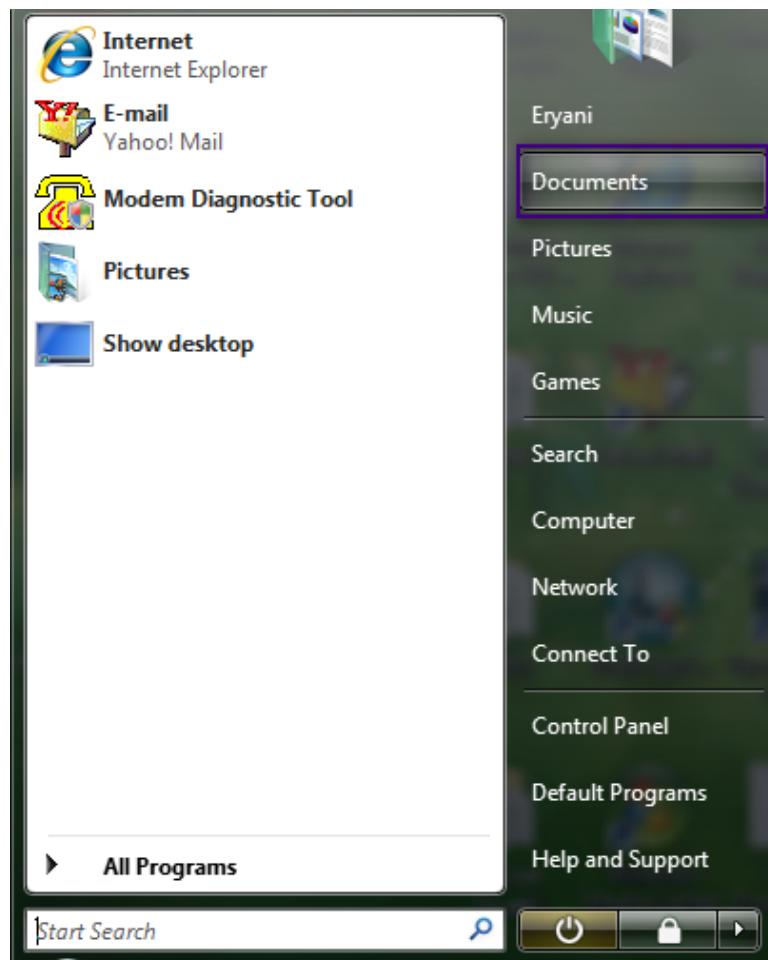
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## Make a Folder to store your work in

- Click start and go to Documents.



- Click on My Documents.



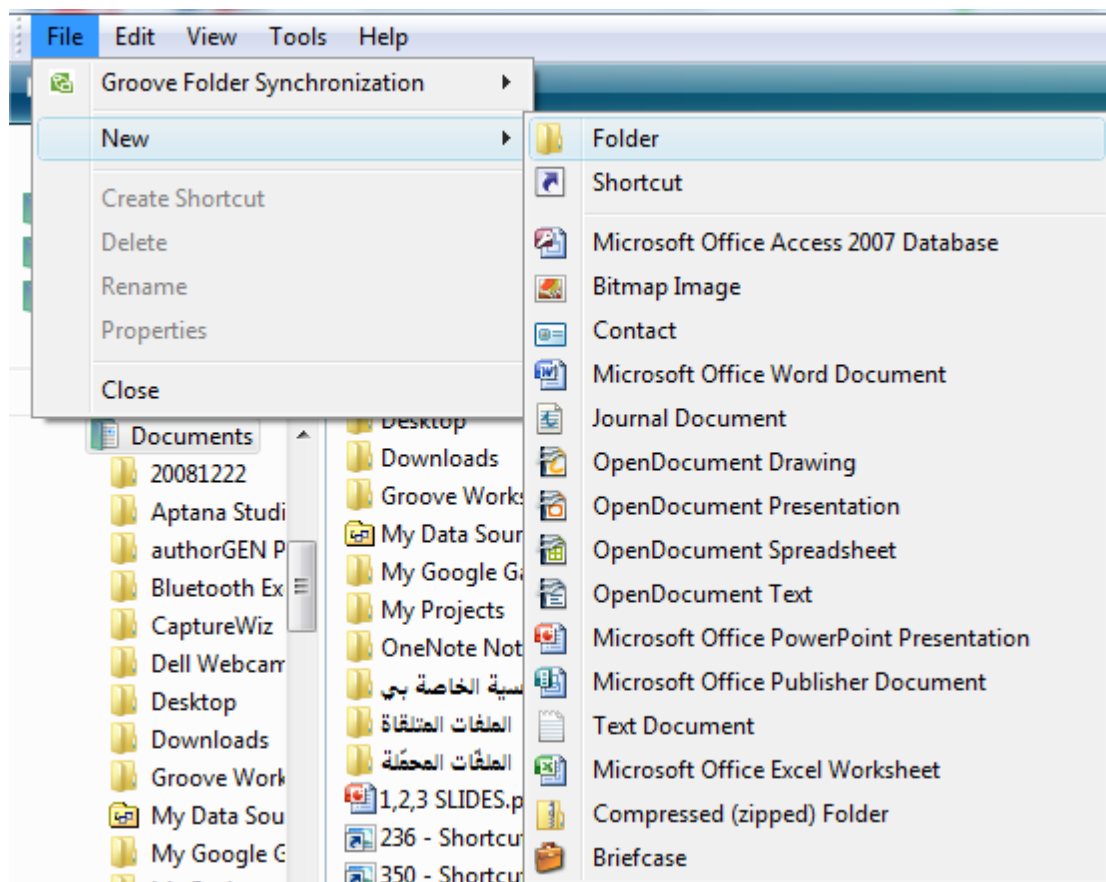
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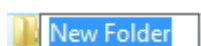
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- **Click on File.**



- **Go to new.**
- **Click Folder.**
- **Type your Folder's name.**





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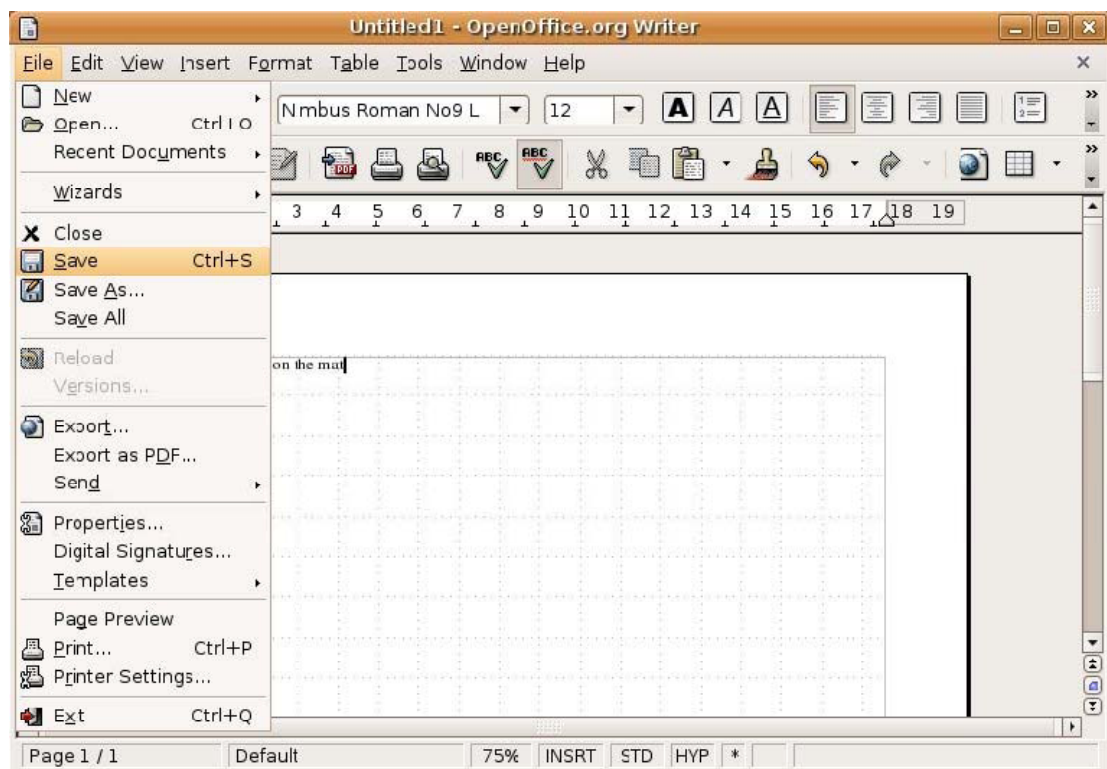


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## Save your work

- **Open a new spreadsheet.**
- **In A1 type SCHOOL.**
- **In A2 type 7.**
- **In B1 type HOME.**
- **In B2 type 17.**
- **Drag across to select it all.**
- **Click Chart**
- **Click File then Save.**





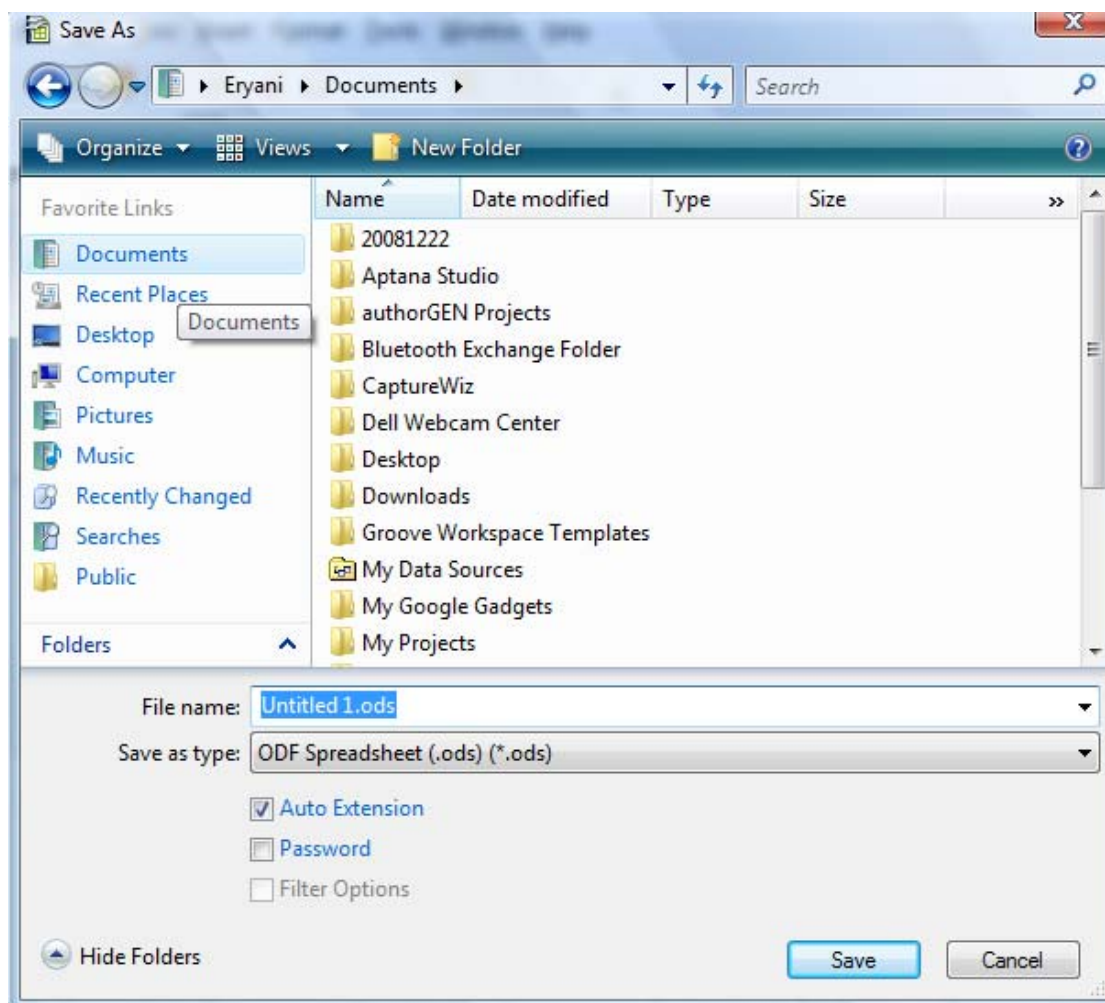
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- You will get a window like this.



- Double-Click on your Folder that you created before.
- Type a name for your file.